



## Procedures and Guidelines

**DIRECTIVE NO.** 290-PG-1410.1.1  
**EFFECTIVE DATE:** June 19, 2003  
**EXPIRATION DATE:** June 19, 2008

**APPROVED BY Signature:** Original Signed by  
**NAME:** Kelly M. Carter  
**TITLE:** Chief, ISAT Division

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**Responsible Office:** Code 290 / Information Systems & Advanced Technology Division

**Title:** Carrier Selection Board Procedures

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### PREFACE

#### P.1 PURPOSE

This PG establishes the Carrier Selection Board (CSB) and identifies its functions, responsibilities and procedures for procuring telecommunications services at the NASA/Goddard Space Flight Center (GSFC).

#### P.2 APPLICABILITY

This procedure is applicable to the acquisition of commercial telecommunications services by the Information Services and Advanced Technology Division/Code 290.

#### P.3 AUTHORITY

NPG 1000.2 NASA Strategic Management Handbook.

#### P.4 REFERENCES

- a. Federal Acquisition Regulation (FAR)
- b. NASA Federal Acquisition Regulation Supplement (NFS)
- c. NASA Acquisition Internet Service (NAIS) Announcement
- d. ISAT Bidder's List
- e. Blanket Ordering Agreement (BOA)
- f. Communications Service Authorization

#### P.5 CANCELLATION

GMI 1152.3B Circuit Selection Board (CSB) Procedure

#### P.6 SAFETY

None.

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## P.7 TRAINING

None.

## P.8 RECORDS

For Contract Actions greater than \$100,000

Record Title	Record Custodian	Retention
NASA Acquisition Internet Service (NAIS) Source Solicitation (Bi-Annual)	Contracting Officer	NPG 1441.1C 5/1A1 Destroy 6 years and 3 months after final payment.
ISAT Bidders List (Code 290 Internal Document)	Contracting Officer	NPG 1441.1C 5/1A1
ISAT Request for Proposals (RFP)	Contracting Officer	NPG 1441.1C 5/1A1
CSB Evaluation and Selection Material (Code 290 Internal Document)	Contracting Officer	NPG 1441.1C 5/1A1
Purchase Request	Contracting Officer	NPG 1441.1C 5/1A1
Communications Service Authorization ISAT CSA 06/15/2002	Contracting Officer	NPG 1441.1C 5/1A1

For Contract Actions less than \$100,000

Record Title	Record Custodian	Retention
NASA Acquisition Internet Service (NAIS) Source Solicitation (Bi-Annual)	Contracting Officer	NPG 1441.1C 5/1A2 Destroy 3 years after final payment.
ISAT Bidders List (Code 290 Internal Document)	Contracting Officer	NPG 1441.1C 5/1A2
ISAT Request for Proposals (RFP)	Contracting Officer	NPG 1441.1C 5/1A2
CSB Evaluation and Selection Material (Code 290 Internal Document)	Contracting Officer	NPG 1441.1C 5/1A2
Purchase Request	Contracting Officer	NPG 1441.1C 5/1A2
Communications Service Authorization ISAT CSA 06/15/2002	Contracting Officer	NPG 1441.1C 5/1A2

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## **P.9 METRICS**

None.

## **P.10 DEFINITIONS**

- a. Carrier Selection Board (CSB) – The CSB is a board consisting of elements of the Information Services & Advanced Technology Division (Code 290) and a representative from the Institutional Procurement Branch (Code 210.1) as needed to serve as an advisor. The CSB is responsible for selecting a communications carrier/vendor among offerors who respond to a Request for Proposals issued by the Code 291 Contracting Officer.
- b. Purchase Order/Blanket Ordering Agreement – The terms “Purchase Order” or “Blanket Ordering Agreement” as used in this document are contract vehicles executed by Procurement for the purpose of procuring telecommunications services from a communications carrier/vendor.
- c. Communications Carrier – A commercial company authorized by the Federal Communications Commission (FCC) or a local Public Utilities Commission (PUC) to provide telecommunications services.
- d. Communications Service Authorization (CSA) – The form used by Code 290 to order a telecommunications service from a commercial communications carrier/vendor. A CSA is essentially a task order or statement of work issued against a Purchase Order or BOA for a carrier to provide a specific telecommunications service.
- e. Code 291 Contracting Officer – The person in Code 291 authorized (Limited Warrant) to issue CSA’s for telecommunications services.

## **PROCEDURES**

### **1. POLICY**

It is GSFC/Code 290’s policy to procure telecommunications services under existing government contracts (primarily GSA FTS-2001 and WITS-2001). For services that are not available under existing government contracts, GSFC/Code 290 will solicit, examine and select by impartial and objective criteria telecommunications carriers/companies that will enable GSFC to obtain the highest possible level of performance for the dollars expended.

The Purchase Orders/Basic Ordering Agreements with these companies will be reviewed annually, and updated as necessary to comply with the Federal Acquisition Regulation (FAR).

## 2. MEMBERSHIP OF THE CSB

The CSB will be composed of elements of the Information Services & Advanced Technology (ISAT) Division and others as identified. The CSB consists of the following personnel:

Associate Chief, ISAT Division (Code 290)- Chairperson  
Head, Network Engineering Branch (Code 291)  
Assistant Head, Network Engineering Branch (Code 291)  
Head, Customer Interface Branch (Code 294)  
Assistant Head, Customer Interface Branch (Code 294)  
Lead, Leased Services Management Team (Code 291 Contracting Officer)

The GSFC Procurement Officer may be represented at the CSB meetings by the Institutional Procurement Branch Manager or his/her representative, who serves as an advisor to the CSB.

## 3. FUNCTION OF THE CSB

3.1. New Requirements - The CSB will review proposals for required new services solicited and received from the communications carriers and select a carrier to provide the telecommunication service(s) in accordance with Sections 6 and 7.

3.2. Discontinued Requirements - The CSB will select existing services for discontinuance in accordance with Section 6.

## 4. NASA ACQUISITION INTERNET SERVICE ANNOUNCEMENT

Twice each year (January and July) a solicitation will be posted in the NASA Acquisition Internet Service (NAIS) explaining ISAT's mission and soliciting qualifying sources for future telecommunications services that meet GSFC's requirements and are not available under GSA and other government contracts. Carriers/Vendors who qualify to provide these services and respond to the NAIS Announcement will be placed on the ISAT Bidder's List, which is maintained by the Code 291 Leased Services Management Team in accordance with the terms identified in the Announcement. The Bidder's List may be reviewed, changed or added to by contacting the Leased Services Management Office.

## 5. REQUEST FOR PROPOSALS

### 5.1. Request for Proposals (RFP)

An RFP will be issued by the Code 291 Contracting Officer, which will identify the requirements. The RFP will be transmitted via Email or Fax to those carriers/vendors contained in the Code 291 Bidder's List routinely solicited in the NAIS. In the event of an urgent requirement, the carriers/vendors may be contacted via telephone with follow-up confirmation by Email or Fax.

## 5.2. Response Time

The carriers will normally be given a reasonable time in which to respond to a given RFP with the actual time allocated dependent on the complexity and uniqueness of the requirement.

## 5.3. Late Proposal

Late responses will only be considered in accordance with the Federal Acquisition Regulation (FAR).

## 5.4. Response Time Extension

Requests received from carriers for an extension to the proposal due date will be evaluated on their merits. If the Contracting Officer determines that the request has merit and the extension is in GSFC's interest, a revised proposal due date may be established.

## 5.5. Proposal Review

The Contracting Officer, either independently or in cooperation with one or more of the other CSB members, shall review proposals for compliance with the RFP. The Contracting Officer will present to the CSB an analysis and summary of the costs and technical data for each proposal received. When necessary, the Contracting Officer may request a technical evaluation from the Code 291 Network Engineering Team for inclusion in the summary.

The Contracting Officer will insure that the CSB has at its disposal current performance data by type of service/circuit for each proposing carrier for the preceding 3-months. This data will be used by the CSB as applicable in accordance with Sections 6 and 7.

## 6. EVALUATION CRITERIA

The basic criteria for selecting a carrier to provide a new service are given below. The criteria listed are in priority order of their use in the evaluation; i.e., failure to pass a step precludes further evaluation under succeeding steps.

6.1. Responsiveness – All proposals will be evaluated for responsiveness to the requirement and whether the carrier met the service dates for past services as described in Section 7 below.

6.2. Cost – Where there is a substantial total cost difference among carrier's proposals, the carrier(s) providing the lowest price quotation will be selected for award.

6.3. Establish a Reliability Base – Where there is no substantial cost difference among carrier's proposals, the carrier that does not have an existing type of service with ISAT will be awarded the service to establish a reliability base.

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6.4. Reliability - Where there is no substantial cost difference among carrier's proposals the carrier with the highest reliability (expressed as the lowest number of minutes of outage per service/circuit for the preceding 3-months) will be selected for award.

6.5. Volume of Business - Where there is no substantial difference in reliability, the carrier whose monthly invoiced dollar volume for ISAT services is the lowest for the total of the previous 3-months will be selected for award.

## **7. PROCEDURE FOR DETERMINING RESPONSIVENESS TO MEETING PAST SERVICE DATE(S)**

The following criteria will be used to evaluate carrier's responsiveness to meeting past service dates.

7.1. The service date will be that as specified by the carrier in their proposal/quotation.

7.1.1. On the date service is due, the Code 291 Leased Services Management Team will verify with the technical contacts and the ISAT customer that the carrier's service has been installed in accordance with the Service Due Date and meets all technical requirements.

7.1.2. If the service is accepted by ISAT, the Service Due Date will become the Activation Date, and for service date performance tracking purposes "Days Late" for this service will be zero.

7.1.3. If the service has not been accepted by ISAT, the Code 291 Leased Services Management Team will contact the carrier to obtain a status and Service Date. They will then verify with appropriate ISAT network contacts that the delay was either the fault of the carrier or the government.

7.1.3.1. If the delay is the carrier's fault, the Leased Services Management Team will begin tracking "Days Late" and will document the reason for being late.

7.1.3.2. If the delay is the government's fault, the Leased Services Management Team will record the Activation Date as the date the carrier had service available provided the service is acceptable once the government is ready. "Days Late" will be zero.

7.2. The criteria on which each carrier will be judged will be the average number of "Days Late" per service/circuit. The previous 3-months data will be considered for each case.

## **8. CSB AWARDS AND APPEAL OF AWARDS**

Following a carrier selection, the Contracting Officer will send a discrete electronic (Email or Fax) message to all carriers solicited for the award. The notice of award will identify the carrier of award and the selection factors. The decisions of the CSB made in accordance with its procedures are final; however, any carrier wishing to further discuss the reasons for award, non-award or other action taken may arrange for a debriefing by contacting the CSB Chairperson or the Leased Services Management team.

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## CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline		Initial Release

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